

Lewis County



Sheriff's Office

Lateral Entry Corrections Officer

Supplemental

Application

The mission for every member of the Lewis County Sheriff's Office is to seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of the community.

LEWIS COUNTY CORRECTIONS OFFICER
LATERAL ENTRY
SUPPLEMENTAL APPLICATION

This supplemental application is designed to help us evaluate candidates on those factors considered most important to success as a Corrections Officer with Lewis County. Your answers will be scored according to a structured rating guide.

Please answer each question fully. Be specific and concise in your response. You may attach additional pages if necessary.

Note: this must be completed in your own handwriting. Please print all responses. Do not submit typed copy.

SECTION I

This section must be completed for your application to be accepted for consideration. No points are assigned to the questions on this portion of the application.

- a. Why do you want to leave your present employer?
- b. Have you had any complaints officially filed against you while performing the duties of a Corrections Officer? Yes _____ No _____

If yes, please explain in detail. Include the type of complaint, reason for the complaint, date, and resolution. If you have had more than one complaint filed against you, please cite each one.

- c. Have you ever had a disciplinary action imposed on you while performing the duties of a Corrections Officer? Yes _____ No _____

If yes, please explain the circumstances in detail, including what disciplinary action was taken, the reason for the disciplinary action, the name and address of your employer, and the date of the action. If you have received more than one, please cite each instance.

- d. Have you used a non-prescribed controlled substance? Yes _____ No _____
If yes, when did you last use a non-prescribed controlled substance? _____
If yes, what type of non-prescribed controlled substance(s) have you used?
Type(s) _____
- e. Have you had any traffic tickets within the last five years? Yes _____ No _____
If yes, please list each citation and the dates you received them.

- f. Have you been involved in a traffic accident, on or off duty, in the last five years?

Yes _____ No _____

If yes, please explain and list the date(s):

- g. How much sick leave have you used during your most recent 24-month employment period? _____ Please explain any extended absences.

SECTION II: CORRECTIONS EMPLOYMENT HISTORY

List all positions you have held as a full-time paid corrections officer, beginning with your present or most recent job.

- a. Title/Rank _____
 Number of full-time paid sworn officers: _____
 Jurisdiction population: _____
 Address: _____
 Dates of employment: From _____ To _____
 Number of months employed: _____ Hours worked per month: _____
 Immediate supervisor's name: _____
 Major responsibility: _____
 Reason for leaving: _____
- b. Title/Rank _____
 Number of full-time paid sworn officers: _____
 Jurisdiction population: _____
 Address: _____
 Dates of employment: From _____ To _____
 Number of months employed: _____ Hours worked per month: _____
 Immediate supervisor's name: _____
 Major responsibility: _____
 Reason for leaving: _____
- c. Title/Rank _____
 Number of full-time paid sworn officers: _____
 Jurisdiction population: _____
 Address: _____
 Dates of employment: From _____ To _____
 Number of months employed: _____ Hours worked per month: _____
 Immediate supervisor's name: _____

Major responsibility: _____

Reason for leaving: _____

d. Title/Rank _____

Number of full-time paid sworn officers: _____

Jurisdiction population: _____

Address: _____

Dates of employment: From _____ To _____

Number of months employed: _____ Hours worked per month: _____

Immediate supervisor's name: _____

Major responsibility: _____

Reason for leaving: _____

SECTION III - CORRECTIONS TRAINING

Corrections Training: List documented Corrections training classes that were certified and certificated by a recognized training center. Note the course title, certificate earned, school and location, dates attended and number of hours earned beginning with basic corrections academy. Please attach copies of certificates, copies of transcript(s) or training record(s) to this application.

a. Course title: _____

Certificate earned: _____

Total Number of Hours: _____

School: _____

Location: _____

Dates Attended: _____

b. Course title: _____

Certificate earned: _____

Total Number of Hours: _____

School: _____

Location: _____

Dates Attended: _____

- c. Course title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____
- d. Course title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____
- e. Course title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____
- f. Course title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____
- g. Course title: _____
Certificate earned: _____
Total Number of Hours: _____
School: _____
Location: _____
Dates Attended: _____

- h. Course title: _____
 Certificate earned: _____
 Total Number of Hours: _____
 School: _____
 Location: _____
 Dates Attended: _____

SECTION IV: CORRECTIONS OFFICER SPECIAL ASSIGNMENTS

Areas of Corrections Work: Describe all duty and specialty assignments in your Corrections career, such as court detail, community relations, training of officers, and alternative sanctions. You must have been performing duties within the assignment for a minimum of twelve (12) months.

- a. Assignment: _____
 Your title/rank: _____
 Agency : _____
 Length of Assignment: Years _____ Months _____
 Duties performed: _____

- b. Assignment: _____
 Your title/rank: _____
 Agency : _____
 Length of Assignment: Years _____ Months _____
 Duties performed: _____

- c. Assignment: _____
 Your title/rank: _____
 Agency : _____
 Length of Assignment: Years _____ Months _____
 Duties performed: _____

- d. Assignment: _____
 Your title/rank: _____
 Agency : _____
 Length of Assignment: Years _____ Months _____
 Duties performed: _____

SECTION V - SPECIAL CERTIFICATIONS

Special Certifications: List documented and current special certifications outside of general Corrections or formal education, i.e. pilot's license, canine trainer, polygraph examiner, forensic science, electronics technician, paramedic, foreign language interpreter. Please attach copies of license or certificates.

- a. Title: _____
License or certificate received: _____
School or certifying authority: _____
Expiration date: _____
- b. Title: _____
License or certificate received: _____
School or certifying authority: _____
Expiration date: _____
- c. Title: _____
License or certificate received: _____
School or certifying authority: _____
Expiration date: _____

SECTION VI - CORRECTIONS OFFICER QUESTIONS

If more room is needed, please attach additional pages.

- a. Why did you select a career in Corrections?
- b. Why do you want to be employed with the Lewis County Sheriff's Office?
- c. What is your most significant accomplishment in your Corrections career?
- d. What have you done during your career in Corrections to further your formal education? Please be specific.
- e. What community activities are you currently involved in and how do you participate? Why?

- f. Describe your personal philosophy as it relates to Corrections.
- g. In your opinion, what is the single greatest problem impacting the Criminal Justice society today? What approach(es) must Corrections take in effectively combating this problem?
- h. Define the term "Professional Ethics"
- i. What is the most significant recent Washington Supreme Court decision relative to inmate rights and in what manner does the decision impact Corrections conduct?
- j. As a commissioned Corrections Officer in the State of Washington, under what conditions or circumstances are you empowered to carry/use firearms?

Signature of Applicant

Date

LEWIS COUNTY CIVIL SERVICE QUALIFICATIONS FOR CORRECTIONS OFFICER, LATERAL ENTRY

Regulation XV.

Sec. 1. Every person who shall make application for the position of Corrections Officer, Lateral Entry within the Lewis County Sheriff's Office shall comply with all the general qualifications set forth in the General Rules & Regulations concerning Civil Service employees, including physical fitness, and shall be required to take a Civil Service competitive examinations as set forth by the Civil Service Commission. In addition, the candidates may be required to submit to psychological testing, polygraph testing, and comprehensive background checks.

No person shall be deemed to have achieved a passing grade on the examination unless and until that individual has met the minimum qualifications in all aspects of the examination process.

Sec. 2. In addition to the qualifications set forth in Rule II of the Civil Service Rules, the following requirements must be met for an individual to be eligible to take the entrance examination for placement on the eligibility list for Corrections Officer, Lateral Entry:

- A. A minimum of one year of corrections experience, and
- B. Satisfactory completion of the Washington State Criminal Justice Training Commission's Basic Corrections Officer Training Academy (Candidates will be required to submit a copy of their diploma), and
- C. Employment as a full-time Corrections Officer within twelve months prior to testing for the position of Corrections Officer, Lateral Entry.

In addition, any candidate must possess, at the time of appointment, a valid Washington State Driver's License.

Sec. 3. The testing criteria for placement on the eligibility list for Corrections Officer, Lateral Entry shall be as follows:

The applicant must score a minimum of 65 points on the "applicant scoring sheet" to be placed on the eligibility list.

Corrections experience as defined in this Regulation shall be in the State of Washington as a full-time and fully compensated Corrections Officer, Deputy Sheriff, or Police Officer assigned full-time to a detention or correctional facility in the State of Washington.